OFFICE OF INFORMATION TECHNOLOGY SERVICES

Signing into your personal directory and adding a new contact

Before you Begin:
Before you can sign into your personal directory, you need your user ID and PIN.

Sign In and Out of a Personal Directory

1. Press **Contacts** .
2. Select **Personal directory**.
3. Enter your user ID and PIN, and press **Submit**.
4. To sign out, select **Log out**, press **Select**, and then press **OK**.

Add a New Contact to Your Personal Directory

1. Press **Contacts** .
2. Sign into your personal directory.
3. Select **Personal Address Book** and press **Submit**.
4. Press **New**.
5. Enter first name, last name, and optionally a nickname.
6. Press **Phones**, enter the phone number along with any required access codes, and then press **Submit**.